

Specific Instructions for Form IT-47

Part A, Box 2: Reporting Agent's Federal EIN

If you will be filing City payroll withholding tax returns using the EIN of a common paymaster or an affiliated company, enter the EIN of the common paymaster or affiliated company in this box.

Part A, Box 7: Fiscal Year End (if applicable)

Taxpayers who file business tax returns with the IRS using a tax year other than a calendar year should put their fiscal year end in this box (for example: "June 30th").

Part A, Box 8: Payroll Service or Employee Leasing Company (if any)

Employers using a payroll service to process their payroll should indicate the payroll service used here. Businesses that lease their employees from a third party

employee leasing company should indicate the employee leasing company used here.

Construction Firms Using Subcontractors

You will need to complete Form IT-47S, which is available at our website: www.columbustax.net. You can also obtain Form IT-47S by calling our office at (614) 645-7370.

Question on Completing Form IT-47W

You may call (614) 645-8368 or fax your question to (614) 645-7193.

Mail Completed Form to:

ATTN: WITHHOLDING SECTION
COLUMBUS INCOME TAX DIVISION
50 W GAY ST, 4TH FLOOR
COLUMBUS OH 43215

Return Due Dates

Obtaining Forms: All City tax forms are available at our website: www.columbustax.net. You can also obtain tax forms by calling our office at (614) 645-7370.

BUSINESS INCOME TAX RETURNS

Sole Proprietors	Use Form IR-25 or IR-22	Due Date: April 15
Other Businesses	Use Form BR-25	Due Date: April 15
Declaration of Estimated Tax	Use Form BR-21*	Due Date: April 15
2nd Quarter Estimated Tax Coupon	Use Form BR-18*	Due Date: June 15
3rd Quarter Estimated Tax Coupon	Use Form BR-18*	Due Date: September 15
4th Quarter Estimated Tax Coupon	Use Form BR-18*	Due Date: December 15

* Obtain these forms by downloading Form BR-25. Sole proprietors should use the IR-21 & IR-18 (both part of the IR-21 download).

EMPLOYERS WITHHOLDING FORMS

Quarterly Returns of City Tax Withheld	Use Form IT-11	Due last day of month following the close of the quarter
Year Reconciliation with W-2's	Use Form IT-13	January 31 of the following year
City Tax Withheld Deposit Coupon	Use Form IT-15	See below to determine due dates

DUE DATES FOR EMPLOYERS DEPOSITS OF CITY TAX WITHHELD (FORM IT-15)

It is your responsibility to ensure that our office receives your withholding tax forms and payments on time. The use of a tax preparer or payroll service to prepare your city tax returns and payments does not relieve you of these responsibilities.

- (a) Semimonthly: 1) If the total taxes deducted in the prior calendar year were \$12,000 or more, or 2) if the amount of taxes for any month in the preceding quarter exceeded \$1,000. Payments must be made to the City within five (5) banking days after the fifteenth and the last day of each month. [Use Form IT-15 when remitting payment.]
- (b) Monthly: 1) If the total taxes deducted in the prior calendar year were less than \$12,000 but more than \$3,599; or 2) if the amount of taxes for any month in the preceding quarter exceeded \$300. Payments must be made to the City within fifteen (15) days after the close of each calendar month. However, the taxes withheld for the third month of each quarter need not be remitted to the City until the last day of the month following the close of the quarter using Form IT-11. [Use Form IT-15 when remitting payment for first two months of each quarter.]
- (c) Quarterly: All employers not required to remit the tax withheld semimonthly or monthly shall make quarterly payment no later than the last day of the month following the end of each quarter using Form IT-11. [Do not use Form IT-15 when remitting payment. Include your payment with Form IT-11.]

Failing to timely remit withheld City taxes may result in a penalty of 50% of the tax due.

Please note: IRS regulations state that corporate officers' compensation must be treated as wages. [IRC 3121(d)(1)]

OFFICE USE ONLY	Search Number	Search Name	Search Address	Search Geo	Auditor/Date
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